

# Govt. College for Women, Parade Ground, Jammu

## Admission Brochure 2022-23



## Contents

1. From the Principal's Desk .....	3
2. College Profile .....	4
3. Principals who contributed to its growth.....	6
4. List of Staff .....	7
List of Teaching Staff (Gazetted) .....	7
List of Non-Gazetted Staff .....	11
List of Non-Gazetted Staff (Class-IV Staff) .....	12
5. Courses offered .....	13
6. Intake Capacity Of The Subjects Offered .....	15
7. Pre-Admission Guidance and Counseling Team for Undergraduate Level .....	16
Admission Process For Undergraduate Level.....	16
Admission Criteria .....	16
8. Documents Required .....	17
For State Board Students.....	17
For CBSE Student.....	17
9. Fee Structure for Under Graduate Classes .....	18
a). Govt. Order No, 297/HE of 2019 Date: 30-05-2019.....	18
b). University Notification F-Acd/1/19/14224-14323 Dated: 03-03-2019 .....	19
10. Refund Of Fee .....	20
11. Academic Calendar for the session 2022-2023 .....	20
12. Examination And Assessment.....	21
13. Student Aid and Scholarships .....	23
14. Facilities Available In The Campus .....	29
15. New Endeavours .....	33
16. Extra-Curricular Activities .....	35
17. General Rules .....	41
18. Code of Conduct .....	41
Code of Conduct for the Governing Body .....	41
Code of Conduct for Academic Council .....	42
Code of Conduct for the Principal .....	43
Code of Conduct for the Teachers.....	44
Code of Conduct for Students.....	45
Code of Conduct of Library.....	48
Code of Conduct for Laboratory Students .....	48
19. Healthy Practices .....	49

20. Grievance Redressal Cell .....	51
21. Student Presidium.....	51
22. The Glorious Alumnae .....	52
Principals who are serving / served in various Govt. Degree Colleges of UT of Jammu and Kashmir .....	52
Alumnae of the College serving/ served as University Professors .....	54
Alumnae of the College serving/ served as Heads of Various Departments .....	54
Assistant / Associate Professors, who are alumni of this College working in various Govt. Degree Colleges of UT of Jammu and Kashmir.....	55
Alumnae of the College in Administrative services .....	59
Alumna of the College in Judiciary services.....	60
Entrepreneurs.....	60
Alumna Working in Corporate Sector .....	61
Alumnae of the College working in NGOs.....	61
23. Meritorious Students .....	61
24. Student's Helplines .....	62

## 1. From the Principal's Desk



As the Principal of this prestigious institution, it gives me immense pleasure to welcome you. Since its inception in 1944 the College has been striving towards maintaining high academic standards and excellence. We are committed to provide our students with a wide variety of opportunities in order to help them attain their highest potentials. This institution aims to provide education to girls and empower them so that they can be financially independent, socially conscious, morally upright and emotionally balanced. GCW Parade

Ground is an amalgamation of competent teachers, state-of-the-art infrastructure and an experienced and efficient management, safe and supportive environment for its students to provide a perfect balance of academics, sports, artistic and social opportunities. The genuine concern of our Institution is to ensure the students' emotional growth along with intellectual excellence. This empowers them to develop their self-esteem, self-awareness and self-confidence.

From this session 2022-23 this Institution is going to implement National Education Policy as another milestone towards providing the quality education. Under NEP2020 College would be switching from a theoretical dominated courses to practical based skill courses as per aspirations of the students and potentialities available in the UT of J&K.

Every student who enters this temple of learning will be empowered through value based, quality and integral education, to empower others, especially the socially and economically marginalized and create a civilization of love.

Let's work to make this institution a modern temple of learning through our diligence, devotion and dedication.

Wishing you all a very fruitful academic pursuit.

Dr. S P Sarswat  
Principal

## 2. College Profile

Before a student throws herself into college life, fancies herself learned and assumes airs of erudition by the time she is about to leave college, a deeper understanding of the genesis and evolution of the institution of higher learning she was a part of is as important for her as is knowing about the history of the nation she belongs to, or of the family she is a part of. This becomes even more imperative when the institution in reference was established prior to independence, takes pride in having been founded by an empress and



has a rich history of more than 77 years. A journey back in time is, thus, necessitated and must be undertaken at the outset of her academic stay and this is precisely the reason why this introductory profile is a key part of the prospectus.

The eminence that presently defines this institution of higher learning is the result of a thought that had its genesis in the pre-independence era. Established as the first Women college of Jammu Province by Maharani Tara Devi during the rule of then Maharaja Hari Singh, and named appropriately as Maharani Mahila College, this institution has seen good days and has gone through several permutations to reach thus far. The Mahila Education Society (registered body of the then prominent and respectable women of Jammu), at the instance of MAHARANI TARA DEVI, laid the foundation of MAHARANI MAHILA college on 1st of June, 1944 which was later taken over by the Govt. of J&K on 25th November, 1953 and was renamed as Govt. College for Women, Parade, Jammu. It continued to be the only women college of Jammu province up to 1971.

Honouring the mandate of NEP is the responsibility of every academic institution and GCW Parade is, accordingly, eager for a paradigm shift to this effect. With the stress shifting to introduction of a number of vocational courses and research components, GCW Parade is all set to add to its distinction of being the only college in the province offering the largest number of courses ranging from Arts to Science and Commerce to B.C.A with 29 total subjects and 55 combinations available to the students. More than 6000 students are pursuing their degrees in various disciplines including PG in Home Science, Computer Applications, Zoology, English and Music

With ever changing scenario of higher education across the world, it becomes pertinent for an educational institution to be commensurate with market demand for placement of students. As such, a number of value added courses that include Functional English, Archeology and Museology, Tourism and Travel Management, Bio-Informatics, Food Processing and Quality Control and Information Management have been started. GCW Parade, with its student centric academic philosophy, employs varied methods of experiential and participatory learning so as to ensure active participation of the students in the teaching-learning process. This college has been acting as a platform for organization of national and state-level seminar to sensitize the

latent talent within students. In addition, various student clubs are actively functioning to inculcate values, ethics and social responsibility amongst the students.

Having been identified by DBT as College with Potential for Excellence, the college has added to its infrastructure and paraphernalia to boost academics and sports activities alike. Under the DBT scheme of Star College for improving critical thinking and 'hands on' experimental work in the cutting edge-technologies needed for modern biological studies at undergraduate (college) level in life sciences, the college has been provided the financial assistance for up-gradation of science teaching. More recently, keeping in consideration various aspects of NAAC, Higher Education Department, J&K Govt. has proposed to establish advanced multidisciplinary research laboratories in various colleges of J&K under HUB and SPOKE model wherein GCW Parade has been selected as the Hub for Life Sciences, Music & Fine Arts and Languages with several degree colleges as its Spokes. The hubs are envisioned to house a central facility that can cater to the requirements of researchers in respective fields. Consequent upon this, state of the art laboratories have been established that shall cater to the needs of students and researchers thus defying the thought that research is only meant for universities. SEFA standard labs for biological sciences, recording studio for Mass, Media and Communication lab, and facilities for language labs are some of the new attractions added. The already functional auditorium is being upgraded into an echo proof auditorium with latest technology available. A first of its kind for colleges in J&K, underground parking facility has been created to cater to the ever increasing load of vehicles. A state of the art multistoried building, about to be thrown open for use, rests on the parking portion and is supposed to house lecture rooms fitted with latest audio-visual aids, a conference hall equipped with facilities in vogue, a reading room for students and lounge for VIPs.

GCW Parade has always been an advocate of amalgamation of traditional in-class learning with modern day flexible learning methodologies that involve the use of technological paraphernalia to augment the teacher's knowledge and content delivery. Recently, latest smart boards with associated teaching learning units have been installed in almost all the lecture rooms and laboratories. Hassle free shifting of teaching from offline mode to online mode by devising own Learning Management System and by subscribing to GSuite and other teaching apps has been a hallmark of this college in these testing times of COVID pandemic.

The rich history of 77 years cannot be abridged for the purpose of profiling. This institution takes pride in achievements that have been of monumental proportions, courtesy the dedication and owning by its students and staff. It is up to you all not only to keep the standards, but to set new too. Let us all strive to prevent this institution from becoming a monument of proportions only.

### 3. Principals who contributed to its growth

<b>S.No</b>	<b>Name</b>	<b>Period</b>
1.	Prof. Saraswati Shah	10-1954 to 03-1959
2.	Prof. Mehmunda Ahmed Alishah	04-1959 to 09-1959
3.	Prof. Saraswati Shaw	09-1959 to 08-1961
4.	Prof. Krishna Mohan	08-1961 to 06-1980
5.	Prof. Vidya Gupta	07-1980 to 07-1981
6.	Prof. Raj Dulari Razdan	07-1981 to 04-1982
7.	Prof. Shakuntala Tapasvi	04-1982 to 08-1986
8.	Prof. Nirmal Kanta Chakku	08-1986 to 03-1989
9.	Prof. Rita Langer	03-1989 to 04-1993
10.	Prof. Suwaren Lata Sharma	05-1993 to 08-1997
11.	Prof. Chander Prabha Rajput	09-1997 to 04-1998
12.	Prof. Chanchal Pandoh	05-1998 to 11-1999
13.	Dr. Kiran Sharma	12-1999 to 08-2000
14.	Prof. Kiran Bakshi	08-2000 to 01-2003
15.	Prof. Vijay Lakshmi	02-2003 to 09-2005
16.	Prof. Indira S. Rathore	10-2005 to 02-2007
17.	Prof. Usha Jayee	03-2007 to 06-2008
18.	Prof. Dr. Savitri Sharma	09-2008 to 04-2010
19.	Prof. Dr. Kiran Bakshi	04-2010 to 06-2012
20.	Prof. (Dr.) Hemla Aggarwal	06-2012 to 04-2015
21.	Prof. (Dr.) Renu Goswamy	08-2015 to 08-2016
22.	Prof. (Dr.) Aruna Dubey	09-2016 to 04-2012
23.	Prof. (Dr.) Anita Sudan	04-2017 to 08-2017
24.	Prof. Dr. Geetanjali A. Rana	08-2017 to 10-2017
25.	Prof. (Dr.) Hemla Aggarwal	10-2017 to 08-2019
26.	Dr. Chander Shekhar	09-2019 to 01-2020
27.	Prof. (Dr.) S.P Sarswat	01-2020 - till date

## 4. List of Staff

### List of Teaching Staff (Gazetted)

<b>S.No.</b>	<b>Name of the Officials</b>	<b>Designation</b>	<b>Subject</b>
1	Dr. Ritu Magotra	Associate Professor	English
2	Prof. Renu Angurana	Associate Professor	English
3	Dr. Samriti Manchanda	Associate Professor	English
4	Dr. Anju Bala	Associate Professor	English
5	Dr. Shalini sharma	Associate Professor	English
6	Dr. Sonia Khajuria	Associate Professor	English
7	Prof. Menaka Thappa	Associate Professor	English
8	Prof. Irshad Hussain Shah	Associate Professor	English
9	Dr. Shivani Suri Verma	Assistant Professor	English
10	Dr. Manpreet kaur	Assistant Professor	English
11	Prof. Archana Dubey	Assistant Professor	English
12	Prof. Anuradha Kalsi	Assistant Professor	English
13	Dr. Iesha Sharma	Assistant Professor	English
14	Prof. Nusrat Chowdhary	Assistant Professor	English
15	Dr. Shallu Samyal	Associate Professor	Botany
16	Prof. Ghanjit Singh	Associate Professor	Botany
17	Prof. Shayat Kumar	Associate Professor	Botany
18	Prof. Tahira Fardos	Assistant Professor	Botany
19	Dr. Avinash Kumar Gupta	Associate Professor	Chemistry
20	Dr. Arun Kumar	Associate Professor	Chemistry
21	Dr. Rajesh Kant	Associate Professor	Chemistry
22	Prof. Anjali Abrol	Associate Professor	Chemistry
23	Dr. Puja Nanda	Assistant Professor	Chemistry

24	Dr. Faheem Rasool	Assistant Professor	Chemistry
25	Dr. Gurpreet kour	Assistant Professor	Chemistry
26	Dr. Anuradha Gupta	Associate Professor	Zoology
27	Prof. Dharvinder Kumar	Associate Professor	Zoology
28	Prof. Roop krishan pandit	Associate Professor	Zoology
29	Prof. Shobhna Sambyal	Associate Professor	Zoology
30	Dr. Sadhna Sharma	Associate Professor	Zoology
31	Dr. Alpana Vohra	Associate Professor	Zoology
32	Prof. Rewa Lakhnotra	Associate Professor	Zoology
33	Dr. Shabnam tahira	Associate Professor	Zoology
34	Dr. Vikas Dogra	Assistant Professor	Zoology
35	Dr. Pervaiz Ahmed	Assistant Professor	Zoology
36	Dr. Bhawandeep Kaur	Assistant Professor	Zoology
37	Dr. Pallavi Jamwal	Assistant Professor	Zoology
38	Prof. Slony Gupta	Assistant Professor	Zoology
39	Prof. Komal Bangotra	Assistant Professor	Zoology
40	Prof. Seema jolly	Associate Professor	Home Science
41	Dr Anamika Baru	Assistant Professor	Home Science
42	Dr. Mahak Tufchi	Assistant Professor	Biotechnology
43	Dr. Ruchika Sharma	Assistant Professor	Biotechnology
44	Prof. Tishu Devi	Assistant Professor	Biotechnology
45	Prof. Vipul Saraf	Associate Professor	Electronics
46	Dr. Snobar	Assistant Professor	Punjabi
47	Dr. Mamta Sharma	Assistant Professor	Sanskrit
48	Dr. Mohd Majeed	Assistant Professor	Urdu
49	Dr. Anupma sharma	Associate Professor	Hindi

50	Dr Raj Kumari	Assistant Professor	Hindi
51	Dr. Dinesh Jamwal	Assistant Professor	Philosophy
52	Dr. Ramesh Chander	Assistant Professor	Philosophy
53	Prof. Anu Devi	Assistant Professor	Dogri
54	Prof. Arti Devi	Assistant Professor	Dogri
55	Prof. Roopali Jamwal	Assistant Professor	Computer Applications
56	Dr. Preeti Dubey	Assistant Professor	Computer Applications
57	Prof. Shelly Kalsi	Assistant Professor	Computer Applications
58	Dr. Rupinder Kour	Associate Professor	Economics
59	Dr. Shivani Manchanda	Assistant Professor	Economics
60	Prof. Mohd. Qayoom	Assistant Professor	Economics
61	Dr. Shalika Gupta	Assistant Professor	Education
62	Prof. Preeti Mahajan	Assistant Professor	Education
63	Prof. Shivani Slathia	Assistant Professor	Education
64	Prof. Priya Darshni	Assistant Professor	Environmental Science
65	Dr. Harmanmeet Kour	Assistant Professor	Environmental Science
66	Prof. Neha Gupta	Assistant Professor	Environmental Science
67	Prof. Anjeela Qureshi	Assistant Professor	History
68	Prof. Ainee Ambreena	Assistant Professor	History
69	Dr. Sushma Chib	Associate Professor	Mathematics
70	Prof. Anita Sharma	Associate Professor	Mathematics
71	Dr. Jagdish Lal Sharma	Associate Professor	Mathematics
72	Prof. Anupama Sharma	Associate Professor	Music
73	Dr. Jasmeet kaur	Associate Professor	Music
74	Dr. Naveen Sharma	Assistant Professor	Music

75	Dr. Ranjeet singh katoch	Assistant Professor	Music
76	Dr. Balbir Kumar	Associate Professor	Physics
77	Prof. Kuldeep Raj	Associate Professor	Physics
78	Dr. Rakesh Kumar Pandit	Assistant Professor	Physics
79	Prof. Neena Kumari	Associate Professor	Political Science
80	Dr. Shandilya Perminder Kour	Associate Professor	Political Science
81	Prof. Shrotika Rajput	Assistant Professor	Political Science
82	Dr. Ravinder Kour	Associate Professor	Psychology
83	Dr. Piyali Arora	Assistant Professor	Psychology
84	Dr. Palak Malhotra	Assistant Professor	Psychology
85	Prof. Silony Chirag	Assistant Professor	Psychology
86	Dr. Asha Rani	Assistant Professor	Sociology
87	Prof. Jyotika Bhasin	Associate Professor	Commerce
88	Prof. Neha Gupta	Assistant Professor	Commerce
89	Dr. Sunita Raina	Assistant Professor	Commerce
90	Prof. Jyoti Bahl	Assistant Professor	Commerce
91	Prof. Meenakshi Jamwal	Assistant Professor	Commerce
92	Dr. Renu Bala	Assistant Professor	Commerce
93	Prof. Sonam Chadgal	Assistant Professor	Anthropology
94	Prof. Mohd. Arif Ahmed	Assistant Professor	Public Administration
95	Suman Lata	PTI	Physical Education

## List of Non-Gazetted Staff

<b>S.No.</b>	<b>Designation</b>	<b>Name of the Officials</b>
1	Section Officer	Bimla Devi
2	Accountant	Smt. Himshikha Jaiswal
3	Accounts Asst.	Smt. Rakhi Pandita
4	Head Assistant	Mrs. Parveen Akhter
5	Senior Assistant	Sh. Sudesh Kumar
6	Senior Assistant	Smt. Jyoti Choudhary
7	Junior Assistant	Sh Suresh Kumar
8	Junior Assistant	Mr. Ashmeet Bhatia
9	Junior Assistant	Sh. Rakesh Kumar
10	Junior Assistant	Mr. Sandeep Kumar
11	Tabla Assistant	Mr. Vishal Singh
12	Carpenter	Sh Pawan Kumar
13	Stenographer	Ms. Anita Bangotra
14	Lab. Assistant	Mr. Aman Singh
15	Lab. Assistant	Mr. Kuldeep Badyal
16	Lab. Assistant	Sh. Jamit Singh
17	Lab. Assistant	Sh. Daud Iqbal
18	Lab. Assistant	Smt. Nishu Gupta
19	Lab. Assistant	Sh. Ghulam Rasool
20	Lab. Assistant	Ms. Komika Sharma
21	Lab. Assistant	Smt. Neeru Silony
22	Lab. Assistant	Ms. Kerti Balouria
23	Lib. Assistant	Smt. Nisha Devi
24	Jr. Lib. Assistant	Mr. Manish Sharma

25	Mistry	Sh. Manoj Malhotra
26	Hostel Warden	Miss Meena Sharma

#### List of Non-Gazetted Staff (Class-IV Staff)

<b>S.No.</b>	<b>Name of the Officials</b>	<b>Name with Present Address</b>
1	Orderly	S. Narinder Singh
2	Orderly	Sh. Swaran Kumar
3	Lab. Bearer	Smt. Sudesha Devi
4	Lab. Bearer	Smt. Kiran Bala
5	Lab. Bearer	Sh. Kumar Singh
6	Lab. Bearer	Mrs. Ruksana Parveen
7	Lib. Bearer	Smt. Chand Mohini
8	Chowkidar	Sh. Kulbir Singh
9	Gardener	Sh. Goverdhan Singh
10	Safaikaramchari	Sh. Percilla
11	Safaikaramchari	Smt. Santosh
12	Safaikaramchari	Sh. Sonu
13	Safaikaramchari	Ms. Veena
14	Safaikaramchari	Mr. Vicky

## 5. Courses offered

<b>Major- Minor Combinations to Choose From</b>		
<b>S.NO</b>	<b>MAJOR</b>	<b>MINOR</b>
<b>COMMERCE STREAM</b>		
01	COMMERCE	Statistics, Economics, Computer Application, Mathematics, Public Administration
<b>SCIENCE STREAM</b>		
01	Physics	Math, Electronics, Computer Application, Geography, Chemistry
02	Chemistry	Math, Botany, Zoology, Biotechnology, Anthropology, Computer Application, Geography, Electronics, Physics
03	Botany	Zoology, Chemistry, Biotechnology, Anthropology, Geography
04	Zoology	Botany, Chemistry, Biotechnology, Anthropology, Geography
05	Electronics	Computer Application, Physics, Mathematics, Statistics, Chemistry
06	Biotechnology	Botany, Chemistry, Zoology
07	Geography	Chemistry, Botany, Zoology, Anthropology, Physics, Mathematics,
08	Mathematics	Physics, Chemistry, Computer Application, Electronics, Statistics, Geography,
09	Statistics	Mathematics, Electronics, Physics, Economics, Commerce, Computer Application, Geography
10	Anthropology	Zoology, Botany, Geography, Chemistry
<b>BCA/COMPUTER STREAM</b>		
BCA/Computer Application		Mathematics, Statistics, Electronics, Physics, Economics, Commerce.

<b>ARTS STREAM</b>		
01	Economics	History, Geography, Statistics, Mathematics, Anthropology, Sociology, Psychology, Home Science, Political Science, Education, Commerce, Philosophy, Public Administration, Music, Sanskrit, English Literature, Functional English, Computer Application
02	History	Economics, Geography, Statistics, Mathematics, Anthropology, Sociology, Psychology, Home Science, Political Science, Education, Philosophy, Public Administration, Music, Sanskrit, English Literature, Functional English
03	Sociology	Economics, History, Geography, Statistics, Mathematics, Anthropology, Psychology, Home Science, Political Science, Education, Philosophy, Public Administration, Music, Sanskrit, English Literature, Functional English
04	Political Science	Economics, History, Geography, Statistics, Mathematics, Anthropology, Sociology, Psychology, Home Science, Education, Philosophy, Anthropology, Music, Sanskrit, English Literature, Functional English
05	Mathematics	Economics, Commerce, History, Geography, Sociology, Psychology, Home Science, Political Science, Education, Philosophy, Public Administration, Music, Sanskrit, English Literature, Anthropology, Functional English
06	Public Administration	Economics, Commerce, History, Geography, Statistics, Mathematics, Anthropology, Sociology, Psychology, Education, Philosophy, Home Science, Music, Sanskrit, English Literature, Functional English
07	Education	Economics, History, Geography, Statistics, Mathematics, Anthropology, Sociology, Psychology, Home Science, Political Science, Philosophy, Public Administration, Music, Sanskrit, English Literature, Functional English
08	Psychology	Economics, Commerce, History, Geography, Statistics, Mathematics, Anthropology, Sociology, Home Science, Political Science, Education, Philosophy, Public Administration, Music, Sanskrit, English Literature, Functional English
09	Sociology	Economics, History, Geography, Statistics, Mathematics, Psychology, Home Science, Political Science, Education, Philosophy, Public Administration, Music, Sanskrit, English Literature, Functional English
10	Home- Science	Economics, History, Geography, Statistics, Mathematics, Anthropology, Sociology, Psychology, Political Science, Education, Philosophy, Public Administration, Music, Sanskrit, English Literature, Functional English
11	Sanskrit	History, Sociology, Home Science, Political Science, Education, Philosophy, Functional English, English Literature, Music
13	Statistics	Economics, Geography, Psychology, Commerce, Public Administration, Anthropology, Education
15	Geography	Economics, History, Statistics, Mathematics, Anthropology, Sociology, Psychology, Home Science, Political Science, Education, Philosophy, Public Administration, Music, Sanskrit, English Literature, Functional English
16	Anthropology	History, Geography, Statistics, Mathematics, Psychology, Home Science, Political Science, Education, Philosophy, Public Administration, Music, Sanskrit, English Literature, Functional English, Economics
17	Philosophy	History, Geography, Statistics, Mathematics, Anthropology, Psychology, Home Science, Political Science, Education, Sociology, Public Administration, Music, Sanskrit, English Literature, Functional English, Economics

18	English Literature	History, Geography, Statistics, Mathematics, Anthropology, Sociology, Psychology, Home Science, Political Science, Education, Philosophy, Public Administration, Music, Sanskrit, Functional English, Economics
19	Music	History, Geography, Statistics, Mathematics, Anthropology, Sociology, Psychology, Home Science, Political Science, Education, Philosophy, Public Administration, Sanskrit, English Literature, Functional English, Economics

**If the number of applicants is less than 25 in any subject, the same shall not be allotted to any student**

## 6. Intake Capacity Of The Subjects Offered

S. No.	Subject	Intake for Major	Intake for Minor
1.	English Literature	80	80
2.	Botany	80	80
3.	Chemistry	80	80
4.	Zoology	80	80
5.	Home Science	50	50
6.	Biotechnology	40	40
7.	Electronics	30	30
8.	Sanskrit	80	80
9.	Philosophy	80	80
10.	Economics	80	80
11.	Education	80	80
12.	History	80	80
13.	Mathematics	80	80
14.	Music	40	40
15.	Physics	80	80
16.	Political Science	80	80
17.	Psychology	80	80
18.	Sociology	80	80
19.	Commerce	160	160
20.	Anthropology	80	80
21.	Public Administration	80	80

22.	BCA/ Computer Applications	40	40
23.	Statistics	40	40
24.	Geography	80	80

**Reservations of seats shall be done as per Government norms**

## 7. Pre-Admission Guidance and Counseling Team for Undergraduate Level

The college has constituted Guidance and Counseling Team for Admission to guide the students in the process of seeking admission and selection of the right course in compatibility with their abilities.

### Admission Process For Undergraduate Level

- **Submission of Pre-Admission Application form online:**
  - Candidate is required to fill Pre-Admission Application form online and submit it within the stipulated time as per the notification.
  - After submission of Pre-Admission application, Merit list will be uploaded on the college website.
  - Admission forms will be filled by the candidate and submitted along with the required documents.

### Admission Criteria

- The minimum eligibility for seeking admission in this College shall be 50% for the Science and 45% for the Arts and Commerce Streams.
- Re-appear cases in 12th Standard are not eligible for admission.
- A student who has passed Higher Secondary Part-II examination (Class 12th) of the J&K Board/CBSE/ any other equivalent examination, is eligible for admission.
- Student is eligible to take up any subject provided the candidate had taken up the same subject in Higher Secondary Part-II (10+2 pattern) or an equivalent examination in the following:
  - a) Biology as a subject in 10+2 to be eligible to take up Botany or Zoology or Biotechnology
  - b) Mathematics and Physics as subjects to be eligible to take up Electronics.

- c) Mathematics as a subject to be eligible to take up Mathematics/BCA.
- d) To be eligible to take up Commerce Stream the candidate is required to have Commerce Stream in the 10+2 Class. If not, 50% as aggregate in other subjects.
- e) Mathematics as a subject in 10+2 to be eligible to take up Computer Application.
- f) For taking Geography, preference will be given to students who have Geography as a subject in 10+2. Eligibility for taking Geography is 60% marks or above.

**Candidates need to fill their form with extreme care because no editing will be allowed once the fee is submitted.**

### **Note**

- Candidates need to browse college website for the detailed list of courses.
- Change of subjects/stream is not encouraged but in case any difficulty is faced, the student will be allowed to change the stream/subject combination within one week after the commencement of classes.
- Details about the seats reserved for various sections of the students seeking admission in different UG Programmes for the academic session 2020-21.

## 8. Documents Required

### For State Board Students

- Marks card /Diploma of 10th class (3 self attested photocopies).
- Marks card of 12th class (3 self attested photocopies).
- Provisional and Character Certificate in original from the institution last attended.
- Two self attested passport size photographs.
- Category Certificate issued by the concerned SDM/ Tehsildar only (if applicable)
- Photocopy of Adhaar Card.

### For CBSE Student

Besides the above mentioned documents, the following are required

- Eligibility Certificate
- Migration Certificate in original, along with photocopy.
- Transfer Certificate in original, along with photocopy

**\* Original Documents shall be required to be seen at the time of Verification for confirmation of Admission**

- Diploma/ marks sheet of 10<sup>th</sup> Std
- Marks sheet of 12<sup>th</sup> Std
- Migration Certificate
- Transfer Certificate
- Category certificate (if any)
- Domicile Certificate

## 9. Fee Structure for Under Graduate Classes

a). Govt. Order No, 297/HE of 2019 Date: 30-05-2019

<b>S.No.</b>	<b>Type of Fee</b>	<b>Amount in Rs.</b>
1)	Admission Fee	40
2)	Pool Fund	1950
3)	Student Aid Fund	100
4)	Building Maintains Fund	165
5)	Games/Sports Fund	220
6)	Reading Room Fund	50
7)	Furniture Fund	70
8)	Stationary Fund	35
9)	Magazine Fund	80
10)	Motor Vehicle Fund	60
11)	Identity Card Fund	50
12)	Student Service Fund	30
13)	Seminar/Cultural Activities Fund	30
14)	Excursion Fund	90
15)	Medical Aid Fund	25
16)	Relief Fund	10
17)	Red Cross Fund	50
18)	Miscellaneous Fund	60
19)	Edusat	25
20)	NSS Fund	50
21)	Students Union Fee	25
22)	Insurance Fee	60
23)	EVS Fee/ Environment Fee	238
	<b>Total</b>	<b>3513</b>

**Note: For CBSE students, Additional fee amounting to Rs. 880/- shall be applicable.**

b). University Notification F-Acd/1/19/14224-14323 Dated: 03-03-2019

1)	Digitization Net Working Fund	220
2)	Corpus Fund	220
3)	Red Cross Fee	20
4)	NSS Fee	130
5)	Examination Development Fund	290
6)	Cost of Examination Form	200
7)	University Sports Fee	530
8)	University Registration Fee	360 (only in Sem-1)
9)	University Culture Fee	150
10)	Examination Maintenance Fund	280
11)	DIQA	220
<b>Total</b>		<b>2620</b>

**Grand Total A+B=Rs. 3513+Rs. 2620=Rs. 6133.00**

S.No.	Lab Fund	Amt. in Rs.
1)	Student Using one Lab	154
2)	Student Using Two Labs	238
3)	Student Using Three Labs	308
4)	Subject Tour	105

**\*Lab Fund**

**\*Admission Fee = Rs. 3513+Rs. 2620=Rs. 6133.00**

**Additional Fee for Vocational Subjects**

S. No.	Subject	Amount
1	Electronics	2660
2	Bio-Technology	3420
3	Computer Applications	2660

**Note:** Students opting for BCA (Major in Computer Applications) will

have to pay an extra fee of Rs. 12320/- per annum from 3<sup>rd</sup> Semester onwards.

### **Examination Fee B.A/B.Sc./B.Com. / BCA**

Arts with one practical	1520+200=1720/-
B.Sc. with two practicals	1520+400=1920/-
BCA (Major in Computer) Fee	1880+400=2280/-

## 10. Refund Of Fee

Fee shall be refunded to any student desirous of cancellation of admission as per the UGC Guidelines in force at the time of cancellation.

## 11. Academic Calendar for the session 2022-2023

### **August**

- Admission of UG programme

### **September**

- Closure of admission programme by mid of September
- Commencement of Class work
- Teacher's Day Celebration
- Celebration of Hindi Diwas on 14<sup>th</sup> September

### **October**

- Enrollment of students in NCC, NSS and Red Cross
- Orientation programme for fresher's
- Admission in the Hostel
- Celebration of 2<sup>nd</sup> October in the memory of Mahatma Gandhi and Lal Bhadur Shastri
- Celebration of UNO day on 24<sup>th</sup> October
- Regular Sports/NCC/NSS activities

### **November**

- Celebration of National Education Day on 11<sup>th</sup> November
- Celebration of College Foundation Day on 25<sup>th</sup> November
- Celebration of NCC day on 29<sup>th</sup> November
- Internal Assessment Exam at the end of this month

### **December**

- World Aids Day Celebration/Red Ribbon activity
- World Human Rights Day on 10<sup>th</sup> December
- College Educational Trips
- College Tours and Picnics (Tentative)
- Organization of NCC/NSS winter camp of NCC cadets and NSS volunteers
- World Human Rights Day

- Winter Break

### **January**

- Semester End Exam mid January
- Celebration of Republic Day
- Literary activities of Science, Language and BCA Clubs
- Celebration of National Youth Festival to commemorate the birth anniversary of Swami Vivekananda

### **February**

- Commencement of class work of next semester
- Career Counseling
- Remedial Classes
- Guests Lecture/Science Day on 28<sup>th</sup> February

### **March**

- Internal Assessment Test
- Celebration of International Women's Day on 8<sup>th</sup> March
- Holi Break

### **April**

- Seminars/Debates/Symposium competitions
- Celebration of World Health Day on 7<sup>th</sup> April
- Celebration of B.R. Ambedkar Remembrance Day on 14<sup>th</sup> April

### **May**

- Semester End Exams

### **June to July**

- Summer Break from 1<sup>st</sup> June to 15<sup>th</sup> July
- Beginning of Class work

## **12. Examination And Assessment**

Examination Wing, Govt. College for Women, Parade Ground, Jammu

For an autonomous institution of higher learning, the examination wing is undisputedly the most important component whose working defines the quality of the institution. Over the past few years, the examination wing of GCW Parade Ground has established itself as the strongest component of college on the basis of integrity, transparency and professionalism.

Timely declaration of results and subsequent solution of any discrepancies / problems arising out of the same have helped students to a greater extent. A strong student support system in the form of dedicated Examination Wing Helpdesk has been established.

Following is a brief outline of the organisation and working of Examination Wing of GCW Parade Ground, Jammu:

### **Structure in Examination wing:**

- **Dr. S.P. Saraswat (PRINCIPAL) Overall In-charge**
- **Prof. Dharvinder Kumar Controller of Examinations**

- **Prof. Ghanjit Singh Convener, Examination Conduct**
- **Dr. Balbir Kumar Project Director, Evaluation/Re-evaluation Sem-1<sup>st</sup>, 3<sup>rd</sup> & 6<sup>th</sup> (Regular/Private) and 6<sup>th</sup> Supplementary**
- **Dr. Arun Kumar Sharma Project Director, Evaluation / Re-evaluation Sem-2 and, 4<sup>th</sup> & 5<sup>th</sup> (Regular/Private) and 5<sup>th</sup> Supplementary**
- **Dr. Jagdish Lal Sharma Project Director (Secrecy)**
- **Prof. Roop K. Pandita Project Director (PG)**
- **Dr. Vikas Dogra Deputy Project Director (Result Compilation UG and PG)**
- **Prof. Mohd. Qayoom Deputy Project Director (Evaluation/Re-evaluation Semester- 2 and 3<sup>rd</sup> (Regular/Private) and 6<sup>th</sup> Supplementary**
- **Dr. Mohd. Majeed Deputy Project Director Evaluation / Re-evaluation Sem-1<sup>st</sup> & 4<sup>th</sup> (Regular/Private) and 5<sup>th</sup> Supplementary**
- **Dr. Naveen sharma Deputy Project Director (Secrecy)**

### **Sections in Examination wing**

- Compilation Section
- Strong Room-1
- Strong Room-2
- Coding Room
- Control Room
- Reception
- Examination Wing Helpdesk:
- E-mail id: coeparade20@gmail.com
- Contact no. 9469594166

### **Examination process:**

The whole process of Examinations of Various semesters of UG and PG has following components:

- Conduct
- Coding
- Evaluation
- Declaration of results

### **Examination calender**

- Examinations of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester (Regular/Private) are conducted in the month of November-December.
- Examinations of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester (Regular/Private) are conducted in the month of April-May.
- Supplementary Examinations of 5<sup>th</sup> and 6<sup>th</sup> semester are conducted in the month of July-August.

### **Internal Assessment**

- For being eligible to sit in examination students are required to have a minimum of 75% attendance in each theory paper and minimum of 15 marks practical in each semester.
- Internal Assessment (Theory) shall be for 20 marks. There will be one of 15 marks in each theory paper and weight age for attendance is 5 marks.
- Internal and External (Practical) Examination shall be for 50 marks in all. 25 marks are reserved for internal practical examination and 25 marks for external practical examination.

### 13. Student Aid and Scholarships

There is a provision in the college for awarding scholarships to the poor and deserving eligible students. For this purpose, the College students are also benefited through students Aid Fund and the same is available for the benefit of the financially weaker students. Students desirous of seeking the said have to apply for the same, supporting their applications with documentary evidence to the convener of the concerned committee. Besides the above, the Department of Social Welfare J&K, and SC/ST Tribunal etc. also provide aid to the students belonging to the socially and economically weaker sections of the society.

Following national and state level scholarships are available to the students for the year 2022-2023 for which they need to apply directly to the department concerned as and when notification is issued by the agency in this regard.

S. No	Name of the Scholarship Scheme	Name of Ministry	Eligibility	Year
1.	Post Matric Scholarship Schemes Minorities	Ministry of Minority Affairs	<ul style="list-style-type: none"> <li>• Candidates who are eligible and belong to minority can apply for this scholarship.</li> <li>• Candidates must belong to Indian Citizenship.</li> <li>• Class 11th &amp; 12th, UG, PG, M. Phil, Ph.D. or Diploma students are eligible.</li> <li>• Candidate's family income from all sources should not be more than 2 lakh per annum.</li> <li>• Candidates must have secured at least 50% marks in the previous examination.</li> </ul>	2022 - 2023
2.	Merit cum Means scholarship for Professional and Technical Courses.	Ministry of Minority Affairs	<ul style="list-style-type: none"> <li>• Must belong to Minority communities (Muslims, Sikhs, Christians, Buddhists, Jain and Parsis/ Zoroastrians)</li> <li>• Must be pursuing a technical or professional course at undergraduate or post graduate level from recognized institution</li> <li>• Must have secured at least 50% marks or equivalent grade in the previous final examination</li> <li>• Must belong to the family where the annual income is not more than INR 2.50 lakh from all the sources</li> <li>• Must get admission on the basis of the competitive entrance examination or must have scored at least 50% in class 12<sup>th</sup> or graduation (in case of direct admission)</li> </ul>	2022 - 2023
3.	Pado Pradash	Ministry of Minority Affairs	A student of Minority community pursuing higher studies abroad, coming within the income ceiling of the Rs.6.00 lakhs per annum and availed loan from a scheduled Bank under Educational Loan Scheme of the Indian Banks' Association for the purpose is eligible for award of interest subsidy / benefit under the scheme.	2022 - 2023

4.	Moulana Azad National Fellowship scheme.	Ministry of Minority Affairs	<ul style="list-style-type: none"> <li>● The applicants must belong to minority communities as notified under Section 2 (c) of the National Commission for Minorities Act,1992.</li> <li>● The applicants must have taken admission in M.Phil / Ph.D. courses as regular and full-time students.</li> <li>● The applicants must have cleared UGC NET/CSIR NET to be eligible for MANF.</li> <li>● The students must have obtained at least 55% marks at the post graduate level.</li> <li>● The annual family income of the candidates applying for Maulana Azad National Fellowship must not be more than <b>INR 6 Lakh from all sources</b>.</li> <li>● Also, transgender candidates are eligible to apply for this fellowship and the reservation for such candidates are provided as per the norms of the Government of India.</li> </ul>	2022-2023
5.	Post Matric Scholarship for Students with Disabilities	Department of Empowerment of Persons with disabilities	<p>Have passed matriculation or higher secondary or any higher exam of a recognized Board of Secondary Education or University</p> <p>Have more than 40% disability certified by the competent authority</p> <p>Have an annual family income of less than INR 2.50lakh</p>	2022 - 2023
6.	Post Matric Scholarship for ST Students	Ministry of Social Justice & Empowerment	<ul style="list-style-type: none"> <li>● The students who belong to ST category are eligible to apply.</li> <li>● The annual family income should not exceed INR 2 Lakh per annum.</li> <li>● They must be pursuing post-matric and post-secondary courses in recognized Schools/Institutes/Universities</li> </ul>	2022 - 2023

7.	Post Matric Scholarship for SC Students	Ministry of Social Justice & Empowerment	<ul style="list-style-type: none"> <li>Scholarships will be paid to the students whose parents/guardians' income from all sources does not exceed Rs. 2,50,000/- per annum.</li> <li>The scholarships are open to nationals of India only.</li> <li>These scholarships will be given for the study of all recognized post-matriculation or post-secondary courses pursued in recognized institutions, with exceptions</li> <li>Only those candidates who belong to Scheduled Castes so specified in relation to the State/Union Territory to which the applicant actually belongs ,i.e., where he/ she is permanently settled, and who have passed the Matriculation or Higher Secondary or any higher examination of a recognized University or Board of Secondary Education, will be eligible.</li> <li>A scholarship holder under this scheme will not hold any other scholarship/stipend.</li> </ul>	2022-2023
8.	Post Matric Scholarship for ST Students	Ministry of Tribal Affairs	<ul style="list-style-type: none"> <li>The students who belong to ST category are eligible to apply.</li> <li>The annual family income should not exceed INR 2 Lakh per annum.</li> <li>They must be pursuing post-matric and post-secondary courses in recognized Schools/ Institutes/Universities</li> </ul>	2020 - 2021
9.	National Overseas Scholarship for ST students for studying	Ministry of Tribal Affairs	<ul style="list-style-type: none"> <li><b>For Master Degree:</b> The candidate should have scored a minimum of 55% or an equivalent grade in a related Bachelor's degree. 2 years of work experience in the concerned field is</li> </ul>	2022-2023
10.	National Fellowship and scholarship for higher education of ST students	Ministry of Tribal Affairs	<ul style="list-style-type: none"> <li>The candidate belonging to ST should have passed the post-Graduation examination for being eligible for the Fellowship.</li> <li>The candidate must be registered for regular and full time M.Phil./Ph.D. courses in University/Institute/Colleges recognized byUGC underSection2(f) of the UGC Act/ICAR by fulfilling conditions of admission of that University/Institute/Colleges.</li> <li>The ST students once considered eligible for the Fellowship shall not be entitled for any other fellowship of the Centre or State Government for the same study.</li> </ul>	2022 - 2023

	Abroad		<ul style="list-style-type: none"> <li>• preferable.</li> <li>• <b>For Ph.D. Degree:</b> The candidate should have scored a minimum of 55% or an equivalent grade in a related Master's degree. 2 years of professional /research /teaching experience or M. Phil. degree in the concerned field Is preferable.</li> <li>• <b>For Post-Doctoral Degree:</b> The candidates should have scored a minimum of 55% or an equivalent grade in a related Master's degree and Ph.D. 5 years of professional/research/ Teaching experience in the concerned field is preferable.</li> <li>• The annual income of the family should be less than <b>6 lakhs INR from all sources</b>. A copy of the latest tax assessment should be enclosed with the application.</li> <li>• The candidate should be below 35 years of age.</li> <li>• Only one child of the same parents will be eligible for the scholarship.</li> <li>• An individual can be awarded only once in his/ her lifetime. He/ she cannot be considered for the award for a second time.</li> <li>• Candidates who are employed can directly apply to the Ministry through the online portal. However, the application is valid only if there is a recommendation and a NOC from the employer.</li> </ul>	
11.	Centra sector scheme of scholarship for college and University Students.	Ministry of Education	<ul style="list-style-type: none"> <li>• The applicants must be in the top 20<sup>th</sup> percentile merit list of class 12 result of concerned boards (SEB/CBSE/ICSE) or above 80%</li> <li>• The candidates must be pursuing regular courses of graduation/post graduation/professional studies from colleges/universities recognized by AICTE, UGC, MCI, DCI or other regulatory bodies.</li> <li>• The candidates belonging to reserved categories of SC, ST, OBC and PWD will get a reservation of 15%, 7.5%, 27% and 5%, respectively.</li> <li>• The candidates' annual family income must not exceed INR 8 lakh.</li> <li>• The applicants must not be availing any other scholarship benefits.</li> <li>• Also, those students who are pursuing Diploma courses are not eligible for this merit-cum-means scholarship.</li> </ul>	2022 - 2023

12.	National Means cum Merit Scholarship Scheme	Ministry of education	<ul style="list-style-type: none"> <li>● Students whose parental income from all sources is not more than Rs.1,50,000/- per annum are eligible to avail the scholarships.</li> <li>● The student must have minimum of 55 % marks or equivalent grade in Class VII examination for appearing in selection test for award of scholarship (relatable by 5% for SC and ST students).</li> <li>● The student should be studying as regular student in a Government, Government-aided and local body schools. Students of NVS, KVS and residential schools are not entitled for the scholarships.</li> <li>● There is reservation as per State Government norms.</li> </ul>	2022-2023
-----	---	-----------------------	---	-----------

13.	Post Matric Scholarship for EBC	JK Social Welfare Department	<p>Be an Indian national</p> <p>Be a permanent resident of J&amp;K</p> <p>Belong to Economically Backward Classes of the general category</p> <p>Have passed the previous year examination</p> <p>Belong to the family where the annual income is not more than INR 1,00,000 (OBC, PC, EBC and 2.5 lakhs for Sc students)</p> <p>Have passed matriculation and studying in higher secondary and above</p>	2022 - 2023
14.	Pahari Speaking Scholarship for students	State Advisory Board for the development of Pahari Speaking	<ul style="list-style-type: none"> <li>● Belong to Pahari Speaking People Category</li> <li>● Be a Post Matric Students pursuing diploma, graduation, post-graduation or professional degree in recognized government institution within or outside J&amp;K</li> <li>● Have an annual family income not more than INR 2.5 lakhs</li> </ul>	2022 - 2023
15.	Educational Assistance for higher education	Labour and Employment Department	<ul style="list-style-type: none"> <li>● Either of the parents of the students should be Beedi, Iron Ore Manganese &amp; Chrome Ore Mines, Limestone &amp; Dolomite Mines, Cine worker with at least six months service. This also includes Contract/ Gharkhata workers.</li> <li>● Total monthly Income of the Worker's family from all sources should not exceed 10000/-</li> </ul>	2022 - 2023

16.	NariShaktiP uruskar	Ministry ofWomen andChildDev elopment	<ul style="list-style-type: none"> <li>● The awards are open to all individuals and institutions.</li> <li>● In case of individual category, the awardee must be at least 25 years of age on the last date of receipt of nomination.</li> <li>● If the applicant is an institution, it should have worked in the relevant field for at least 5 years.</li> <li>● The applicants should not be a recipient of the same award earlier (including Stree Shakti Puraskars as were awarded by the Ministry).</li> <li>● The Nari Shakti Puruskar may be awarded for outstanding work, preferably in exceptional circumstances, to individuals/groups /institutions / NGOs, etc. in the areas of: economic and social empowerment of women; effective implementation of women related legislations; gender mainstreaming and positive actions in favour of women. The Nari Shakti Puruskar may be awarded to individuals/ groups/ NGOs/ institutions etc. who encouraged women to participate in decision making roles; encouraged women's skill development in traditional and non-traditional sectors; facilitated basic amenities for rural women; promoted women in non-traditional sectors like science and technology, sports, art, culture, etc.</li> <li>● An award shall also be given to a State/Union Territory, which has appreciably improved Child Sex Ratio (CSR).</li> <li>● Normally the awards shall not be presented posthumously; excepting in cases where death occurred subsequent to a proposal having been submitted to the Ministry in the manner as stipulated in these guidelines.</li> </ul>	2022 - 2023
17.	PrimeMinist ersSpecialSc holarship Scheme(PM SSS)	AICTE	<ul style="list-style-type: none"> <li>● Students having domicile of Jammu &amp; Kashmir.</li> <li>● Passing 10+2 or 10+3 examination from J&amp;K Board or CBSE located in J&amp;K.</li> <li>● Only those willing to study outside the State of J&amp;K.</li> <li>● Whose family income is Rs. 8.00 Lakh or below per annum from all sources.</li> <li>● Fulfilling minimum age and other eligibility criteria as prescribed by the colleges.</li> </ul>	2020 - 2021

			<ul style="list-style-type: none"> <li>• Aadhar Card is essential for smooth disbursement scholarship through direct benefit transfer.</li> </ul>	
--	--	--	---	--

Financial Aid is also provided by the GCW Parade Ground, College to the students eligible as per eligibility decided by the College Financial Aid Committee.

## 14. Facilities Available In The Campus

### Dr. Krishna Mohan Girls Hostel

Hostel accommodation is provided to the students who hail from far off places. Due to constraint of limited accommodation the admission to the hostel is made on the basis of merit in the qualifying examination. In case two or more applicants fall in the same merit, preference will be given to those with lowest family income on the basis of income certificate issued by employer or Tehsildar. However, some seats are reserved for the wards of Indian Army personnel, Central Govt. employees and students belonging to SC/ST category.

#### SELECTION FOR HOSTEL ADMISSION:

Students shall be required to submit certificate in support of their place of residence, duly signed by employer of their parent or first class magistrate. Students suffering from any chronic infectious disease are not eligible for hostel accommodation. Gap cases are not eligible for admission to hostel. The Principal, in all matters, has the discretion to accept or reject the request for admission to the hostel and in no case a student can assert her claim. The intake capacity of the Hostel is 250 students

#### ADMISSION TO THE HOSTEL

Application for admission to the hostel shall be made by the student on the prescribed form, available with the college office, duly filled and submitted to the Office. Applicants are required to submit three passport size photographs along with the application form.

#### DOCUMENTS REQUIRED FOR ADMISSION TO THE HOSTEL:

- Photocopies of Mark List of qualifying examination
- Income Certificate from the competent authority
- Medical Certificate for Fitness
- Photocopy of Category Certificate issued by competent authority, if applicable.

#### FACILITIES IN THE HOSTEL:

The following facilities are available to students in the hostel:

- Well ventilated, shared accommodation, each room provided with 3 beds.
- Mess arrangement
- Reading room
- Common dining hall.
- Common room
- First Aid facility and checkup when needed

#### HOSTEL FEE:

**On selection for admission to the hostel the student shall be required to deposit the following fee as fixed by the Government.**

- Admission fee Rs. 10

- Rent Rs. 200 (per annum)
- Electricity charges Rs. 200
- Water charges Rs. 50
- Furniture fund Rs. 200 Utensils/crockery breakage Rs. 50
- Sports/entertainment fund Rs. 50
- Reading room fund Rs. 50
- Medical aid fund Rs. 30
- Service maintenance charges Rs. 660
- Hostel security (for 1st year) Rs. 200

<b>Total annual fee for 1st and 2nd Semester</b>	<b>Rs. 1700 Annual</b>
<b>Fee for IIIrd and IVth Semester (Excluding Hostel Security)</b>	<b>Rs.1500</b>
<b>Mess Fee</b>	<b>Rs. 2000 (per Month, subject to change)</b>
<b>Mess Security</b>	<b>Rs. 1500 (for Ist Semester only)</b>

(To be deposited at the time of admission and to be refunded after VI semester)

\* Tentative Subject to change

## **HOSTEL RULES**

### **The students are required to follow the below mentioned rules in the hostel:**

- No student shall change her allotted room without the prior permission of college administration.
- Boarders are not allowed to leave the hostel even to live temporarily elsewhere unless permitted by the competent authority on the written request by the parent.
- In the event of any emergency that demands the boarders to leave the college, they are required to sign in the register and give details of such a need. Strict disciplinary action will be taken for not reporting back in time. They will also record their arrival on their return.
- The warden is authorized to check the students in their rooms any time she deems fit.
- Parents are required to stay in touch with college authorities and visit their wards once a month if possible.
- The name of the boarders remaining absent continuously will be struck off.
- In case of illness the hostel warden should be informed.
- Boarders are required to vacate hostel during vacations.
- Ragging in the hostel is strictly banned.
- Best hosteller award will be given to the student who has an impeccable behavior.
- Indiscipline of any nature will be dealt with strictness by the college authorities. The warning will be issued by the competent authority. If it goes unheeded, action under rules will be initiated. Further insensitivity to discipline will lead to expulsion of the boarder from the hostel by the competent authority.

- Visitors are not allowed to visit the students in their rooms. No guest is allowed to stay overnight.
- During holidays and other vacations boarders must lock the room and keep the keys with the warden.
- Students are required to take proper care of their belongings. The management shall not be responsible for any loss.
- The cost of any damage to the room, furniture or facilities provided therein arising out of improper use shall be borne by the student.
- Applicants are required to submit a list of expected visitors, duly signed by the parent/guardian and three passport size photographs of the visitors, along with the application form.
- Amusement of any kind which is likely to disturb others, is not allowed.

### **MESS RULES:**

- At the time of admission to the hostel two months fees will have to be deposited in advance wherein one Month fee will be adjusted in the last month of the session.
  - Mess charges are to be paid in advance up to 10th of every month. A fine of Rs.10/- per day will be imposed after the due date.
- Students will not be allowed to stay in the hostel and dine in the mess if they fail to pay the dues within one month.
  - Students are required to pay all the dues before they vacate the accommodation during vacations. They will not be readmitted if they failed to do so and their security will not be refunded.
- After the production of NOC from the hostel warden, External Examination Roll No. Slip will be issued.
- All the hostel students ought to stay in the hostel till their last examination of the current session and pay the mess fee for the entire session.
- Students who leave the hostel before end of academic session shall not be eligible to get their hostel security refund and will not be submitted in the hostel in the next academic session.
- Hostel mess will be managed by the inmates of the hostel on rotational basis.

### **ROOM MAINTENANCE:**

- Students are responsible for proper maintenance of rooms and the furniture provided therein.
- Proper bedding shall be brought by the students themselves.
- Use of electric heaters, electric kettle and other electric appliances is strictly prohibited. LED bulbs to be used
- Boarders will make sure that lights and fans are switched off while leaving the room. Negligence in this regard can result in expulsion from the hostel.

### **DINING HALL RULES:**

- No meal shall be served outside the dining hall.
- Students are required to come in proper dress to the dining hall (night dress, bathroom sleepers are not allowed).

### **CANTEEN**

The college canteen serves hygienic and good quality food with a wide variety of availability of snacks at a reasonable price and also has a seating capacity of 40 students at one point of time.

### **WIFI CAMPUS**

Internet has become a very powerful tool. Moreover, wireless connectivity helps in overcoming the restrictions of seating capacity in computer labs and helps the students to stay updated with the happenings anywhere in the world. GCW, Parade has WIFI connectivity in all its classrooms & Labs.

### **SMART BOARDS**

Smart boards are installed in the college, this amazing technology not only enhances the way teachers teach, but it also enhances the way students learn. It provides students with an enriched learning experience by projecting visual elements. It also makes differentiated learning much easier because teachers are able to accommodate different learning styles.

### **MEDICAL FACILITY**

The college has a separate Medical room equipped with surgical bed, BP apparatus, Weighing Machine and other basic necessary medical facilities. Qualified Paramedical staff for first aid facilities during medical emergencies is available in the college on all working days.

### **AUDITORIUM**

The college has a newly constructed, well-structured auditorium that is built with the latest provisions. It is well ventilated and has a large seating capacity. The auditorium is built keeping in view the modern requirements. It also provides the right ambiance and environment for presentations and gatherings and to conduct various workshops, conferences and other academic programmes like seminars, workshops, symposiums, Guest Lectures etc. The auditorium is spacious enough to accommodate very large gatherings on special occasions. The purpose of the auditorium is to enhance the quality of education. To make this possible, the auditorium offers facilities such as LCD projectors, screens for delivering lectures. The auditorium is well-furnished, air-conditioned and equipped with modern projection and audio systems with access to the internet. It also provides ample opportunity for our staff and students to exhibit their talents in various activities.

### **PLAYGROUND**

Apart from indoor and outdoor games, Physical education teacher plan and execute selection and training of the right teams, demonstrate and share the intricacies to ensure that games teach team building as much as derive satisfaction of achieving success on the field through skills and sweat.

### **GIRLS COMMON ROOM**

There is a need for personal space for girls who are young adults. This is very essential for them to interact, discuss with their friends and also rest if when needed. Our college has recognized the need for this personal space for girls.

### **ART AND CRAFT CENTRE**

Art is a creative activity that expresses imaginative or technical skill which is manifested in its product or an object. Our college has an art room which is the birthplace of many creative and

innovative ideas. It beautifies the entire surrounding. It is open to every student in the college to discover and excel in divergent and creative thinking skills.

### **ECO FRIENDLY CAMPUS**

GCW, Parade Ground College boasts of its green and clean campus which infuses positive vibes throughout. The college has taken the following initiatives to make its campus eco friendly.

- Botanical Garden
- E-Waste Disposal
- Solar Pannel
- Navgrah Vaatika

### **SURVELLIANCE ENABLED CAMPUS**

GCW, Parade College is equipped with high definition Closed Circuit Television cameras with a recording facility. The cameras deployed in Library, GCR, Auditorium, Smart Class room and common areas there by ensuring a vigilant campus. We at GCW, Parade make no compromise to ensure the security. The very existence of CCTV surveillance prevents any untoward incidents and makes the students feel safe.

### **CONFERENCE HALL**

GCW, Parade College has the provision to host the meetings in the Conference Hall.

## 15. New Endeavours



**MCMP**



**RESEARCH HUB**



**SMART LABS**



**SMART CLASSROOMS**



**VIRTUAL LAB**



**BROWSING CENTRES**



**GYM**



**GIRLS COMMON ROOM**



**New Block will be thrown open shortly with facilities like Lecture rooms, Incubation Cell, Committee Hall, Food Court, Parking etc.**

## 16. Extra-Curricular Activities

### **Sports**

At Parade College, we firmly believe in the importance of sports and encourage our students to actively participate in a range of activities. The campus has various sports facilities to ensure a comprehensive learning environment. Gone are the days when the sport was viewed as just a

fitness activity. Apart from physical strength, it builds discipline, confidence, team spirit, and accountability. With this in view, sporting events are our priority and the College has dedicated teams for various events which compete in Inter-college, Intra-college, Inter-University, National and International competitions. Listed here are a few sporting events of the Session 2021-22:



Lakshika Jamwal participated in 32<sup>nd</sup> Senior National Korfball Championship



Inter College Fencing Held at University of Jammu in which 7 silver and 8 bronze medals were won



Volley Ball Team got Silver Medals In Inter Collegiate Volleyball Women Trophy Organized By University Of Jammu



Overall championship trophy in the Inter-College Women's Wrestling Championship held at University of Jammu



Shagun Chib bagged Bronze Medal in National Karate Championship



Shagun Chib won Silver Medal in 2nd J&K UT Cycling Championship



Shivani Charak got 3 Gold medals in North zone sport climbing championship 2022. She was also selected for IFSC Sport Climbing World Cup 2022 to be held in Chamonix ( France) from 8 July to 10 July 2022 and 19th Asian games sports climbing Team.



Shilpa Charak won women's title in 3<sup>rd</sup> JK UT Sports Climbing Championship. \_\_\_\_\_

## **NATIONAL CADETS CORPS (NCC)**

The National Cadet Corps in India is a voluntary organization that recruits cadets from high schools and colleges. The Cadets are provided military training in small arms and parades. The aims of NCC :

- To develop qualities of character, courage, camaraderie, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the youth of the country.
- To create a human resource of organized, trained and motivated youth, to provide leadership in all walks of life and be always available for the service of the nation.
- To provide a suitable environment to motivate the youth to take up a career in the Armed forces. The students should enroll with the in-charge of the NCC unit of the college.





### **National Service Scheme**

The college has a dedicated NSS wing which strives to work towards arousing social consciousness of the students with overall objective of developing the personality of the students by organizing various activities time to time.



## 17. General Rules

- **Ragging in any form, on or off the College Campus, including the hostel is a cognizable offence and the student/ students indulging in this practice will be severely punished, which can include explanation and expulsion from the college.**
  
- **Helpline numbers in case of Ragging:**
  - **Tel-No: 0191-2544305**
  - **Email:[principalgcwparade@gmail.com](mailto:principalgcwparade@gmail.com) or**
  - **Contact Dean Student Welfare committee/ Anti Ragging Committee.**
  
- No outsider is allowed to enter the College without a valid reason.
- If a student is absent from the college without permission for more than fifteen consecutive days, her name will be struck off from the college rolls and notified on the Notice Board.
- Every student attending the College shall wear the College uniform as follows:-
  - i. **Summer for unmarried girls:** Plain White Suit and Plain White Dupatta.
  - ii. **For married girls:** Pink Suit and Pink Dupatta.
  - iii. **For Engaged girls:** White Suit and Pink Dupatta.
  - iv. **Winter:** Same as above with black Cardigans/Coats.
- Unlawful assembly of students in the college is not allowed.
- Covering walls in graffiti or sticking of posters is a cognizable offence.
- Students resorting to unfair means in the examination are liable to be punished.
- A student desirous of withdrawing her name from the college rolls should submit an application, countersigned by the parent/ guardian of the student. The withdrawal certificate shall be issued only after the student clears the college dues. Such student shall in no case be readmitted during the same academic session.
- Any student who indulges in any indiscipline in the college shall not be eligible for any prize, certificate, college colour, award or scholarship from the institution. This shall apply to all the students including NCC/ NSS volunteers, players or the hostel boarders.
- Student shall not leave the college premises during the working hours except with the permission of Dean Student Welfare.
- Change of section is not allowed.

**Principal's decision in all administrative matters shall be final.**

## 18. Code of Conduct

### Code of Conduct for the Governing Body

1. Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
2. Approve after detailed deliberation, the matters proposed and recommended by the college Academic Council.
3. Approve the introduction of new courses as per the requirements of the students and the market demands.

4. Approve the rules for admission in consonance with the reservation policy of the state Govt./ National Policy.
5. Approve the evaluation strategies and methodologies, and introduce examination reforms on the recommendation of the examination section of the college.
6. Approve the constitution of Academic Council and Board of Studies.
7. It will have complete academic autonomy and can recommend the appointment of specific administrative staff to carry out various assignments concerned with the autonomous nature of the college.
8. Institute scholarships for meritorious students, medals, prizes and certificates for accomplishments of the students in the field of sports, culture and approve concessions in fee for the deserving students.
9. Perform functions and constitute committees, as may be necessary and deemed fit for the proper development of the college.

### Code of Conduct for Academic Council

1. Scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curriculum, syllabi and modifications thereof, guidelines for paper setting, examination, evaluation and other relevant issues regarding examination, etc. Provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. The Council has the right to return any recommendation or proposal submitted by Board of Studies concerning the above referred details (point 1) for reconsideration or complete rejection of issues as the council deems fit for the betterment of the academic development of the college.
3. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
4. Approve provisions of sports/ research / IT/ hostel admission/other policies or rules concerned for the efficient and transparent function of the college.
5. Recommend proposals for introduction of new program to the Governing body for approval.
6. Recommend to the Governing Body for institution of scholarships, prizes and medals, and to frame regulations for the award of the same.
7. Advise the Governing Body on suggestions pertaining to academic affairs made by it.
8. Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council
9. Suggest methodologies for innovative teaching and evaluation techniques
10. Suggest panel of names to the Academic Council for appointment of examiners
11. Coordinate research, teaching, extension and other academic activities in the department/college.

## Code of Conduct for the Principal

1. The Principal is the academic and administrative head of the institute and works for the growth of the institution. Principal will implement the policies approved by the highest decision making body (Governing body/Department of Higher Education) of the college. Principal shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.
2. Principal is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of the finance committee and also Chief Controller of Examinations. Principal shall monitor- admissions, examinations, evaluations for smooth functioning of the college.
3. Principal is authorized to nominate Coordinators, Conveners and other functionaries in the administration.
4. Principal shall conduct the meetings of the Governing Body, Academic Council and Finance Committee as per the UGC guidelines for the Autonomous Colleges stipulated guidelines.
5. Principal shall coordinate and motivate the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
6. Principal shall work for the common goal of providing effective technical education and guide to enable the students to carve out promising career and lifelong learning.
7. Principal is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of education in particular.
8. In the matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
9. In matters related to academic work, Principal will be assisted by the Board of studies and Heads of the Departments (HOD's).
10. An integrated timetable of the entire institution shall be prepared and submitted to the Principal. In this endeavor, convener of timetable committee, along with the various HoD's extend support to the Principal.
11. Principal shall closely monitor the class work as per the timetables and the almanac with assistance of faculty in-charges.
12. Principal shall closely observe various academic activities like conduct of technical events, conferences, seminars, workshops etc.
13. Principal shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic outcome. If necessary he/she shall instruct the HoD's to conduct remedial classes academically to support the slow learners.
14. In matters related to internal examinations, semester end examinations (both theory and practical), result analysis, detained candidates, Principal will be assisted by Controller of examinations and Project Directors of evaluation.
15. Principal shall also ensure quality assurance and should be assisted by coordinator IQAC.
16. Principal shall monitor, evaluate research, development and consultancy activities. He/She should advise faculty to get sponsored research projects from various funding agencies.
17. Principal shall promote industry-institute interaction for better employability of the students.
18. Principal shall promote internal revenue generation activities with the help of staff and students.
19. Principal shall ensure active role in Placement and Counseling for the students at semester end examination.
20. Principal shall make efforts to look after the overall welfare of the staff and students.

21. Principal shall submit the salary bills of all staff members of the college on the concerned portal.
22. The Principal shall countersign all kinds of scholarship bills in respect of the students of the college.
23. Principal shall ensure that there is adequate stationary, library books, periodicals, consumables for laboratories, workshops etc

### Code of Conduct for the Teachers

**Source:** [https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

#### **Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicate by temperament and amiable in disposition.

#### **Teacher should:**

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession
3. Seek to make professional growth continuous through study and research
4. Express free and frank opinion by participation at professional meeting, seminars, conferences etc., towards the contribution of knowledge
5. Maintain active membership of professional organisations and strive to improve education and profession through them
6. Perform their duties in the form of teaching, tutorials, practical, seminar and research work, conscientiously and with dedication
7. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research
8. Abide by the acts, statutes and ordinances of the College and to respect its ideals, vision, mission, cultural practices and tradition;
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation; and
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and students

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;

3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
  4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
  5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
  6. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
  7. Refrain from inciting students against other students, colleagues or administration
- ❖ Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
  2. Speak respectfully of other teachers and render assistance for professional betterment;
  3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
  4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- ❖ Teachers and Authorities

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
  2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
  3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
  4. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession
- ❖ Teachers and Non- Teaching Staff

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking in the institution
  2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.
- ❖ Teachers and Guardians

Teachers should:

- Maintain contact with the parents/guardians of students, and interact with them to
- ❖ discuss issues related to students academic and personal growth.

## Code of Conduct for Students

University Grants Commission believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in Hells. It should be the prime concern of educational administrators across the country to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural calamities. [https://www.ugc.ac.in/pdfnews/4006064\\_Safety-of-Students-Guidelines.pdf](https://www.ugc.ac.in/pdfnews/4006064_Safety-of-Students-Guidelines.pdf)

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. It promotes the professional

behavior and academic integrity. The reputation of institution depends on the academic performance as well as on behaviour of the students.

All students are expected to observe rules and regulations to enable the smooth working of the college and keep harmony, silence and educational atmosphere in the College premises. Therefore all students of under graduate and post graduate departments shall comply with the code of conduct administered by the college.

1. Classes will start from 9.00 a.m. and may continue up to 3.00 p.m. on all the six days of a week
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher/student -welfare committee.
3. As per college rules 75% attendance is mandatory to appear in semester end examination.
4. Student's attendance in the following College Functions is mandatory: Foundation Day Celebrations, Annual Cultural Festival, Sports Day, NCC Day for NCC Students, NSS Day for NSS Students, the Annual Function and other College events.
5. Students are expected to obtain clearance from the College before the external examination on the basis of their attendance record and participation in the activities of the college.
6. Students not attending classes for more than four consecutive weeks must inform the Principal/Teacher In charge in writing or else their names shall be struck off the rolls of the College.
7. Application for leave is to be made in advance and submitted to the principal. In case of illness, application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and counter signed by concerned teachers should be submitted within "one week" of re-joining the college.
8. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal.
9. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
10. Students must adhere to the Dress Code of the College and wear neat and tidy college uniform. Under special cases students are allowed to wear civil dress with prior permission of the college Discipline committee/ Student- Welfare Committee.
11. Ragging is strictly prohibited in the college premises. Any student/students involved in such activities will be strongly dealt with. If any student/students is/are affected by the ragging in the college premises or outside of the college, she/they must inform immediately to the Principal/ Discipline & Ragging committee Coordinator.
12. Consuming any form of addictive substance (like alcohol, opioid, etc.) is strictly prohibited in the premise.

13. Every student must help to keep college premises/ class rooms & desk- chairs clean and neat, everyone must use dust bin for throwing garbage.
14. College premises are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/ classroom.
15. During the conduct of lectures, students should not loiter in and around the College premises.
16. Use of mobile phones in the classrooms, library, area etc. is strictly prohibited. Mobile phone should only be used in the permitted area of the college.
17. No friends/ guests/ visitors/any outsider shall be allowed with the students in the college premises/campus as well as in classroom. Any visitor who enter college premise has to make entry of name, address, purpose of visit, date time, and contact number and carry valid identity card for reference.
18. Students should make use of College Library during free period.
19. For any kind of misbehavior with teachers/ administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, strict disciplinary action will be taken against her/them.
20. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
21. In the event of continued poor class attendance by any student, the Principal has the authority to withhold permission for her to appear in the semester end examinations.
22. Any type of malpractice is strictly prohibited during Examinations.
23. Any function/program/ personal events in the college campus / class room may only be organized with prior permission of the Principal.
24. In case of any kind of problem or need of medical emergency in the college, student should report to the HOD/concerning teacher/ dispensary/Health Centre of the college, who will help them solve their problem.
25. Each student should park vehicle at the parking area of the college.
26. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.
27. Students should maintain dignity by treating teaching and non-teaching staff with care and kindness.
28. Students are expected to read notices/circulars displayed on the notice board.

## Code of Conduct of Library

1. Every staff/ student of the college is eligible for membership of the Library
2. Silence and discipline must be observed in the Library.
3. Personal belongings and eatables are not allowed inside the Library.
4. The library can be utilized by the students and staff from 9.00 A.M. to 5.00 P.M. on working days.
5. Misbehavior in the library/ reading room will lead to cancellation of admission in the library and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, Library Cards are not transferable.
9. If a book is lost by the student, she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued to her.
11. Members/students are not permitted to underline, write in, folding/ tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, if not, overdue charge of Rupee one per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost library card shall make a written report to the librarian, then original or duplicate library card will be issued on payment of Rs. 20/-
15. All final year students should return their library card and library book based on library circular and obtain "NO OBJECTION CERTIFICATE" from the library for getting permission for Semester end Examination.

## Code of Conduct for Laboratory Students

1. Students should avoid skin and eye contact with all chemicals in the laboratory
2. Students should know the locations of the laboratory, safety showers, eye wash stations and fire extinguishers.
3. Students should know all emergency exit routes.
4. Students should minimize chemical exposures.
5. Wearing of apron and gloves should be mandatory.
6. Closed toe shoes will be worn at all the times in the laboratory.
7. Students should not taste or intentionally sniff chemicals.
8. Students should avoid wearing jewelry/ synthetic clothes in the labs as this can pose multiple safety hazards.
9. The chemical bottles should not be kept open when not in use.
10. Students should never touch live circuits and electrical equipment's with wet hands.
11. Student are expected to leave their lab station neat, clean and organized at the end of each lab

period.

## 19. Healthy Practices

The objective of these practices of the college is to live up to the expectations of various stakeholders.

1. The college has an active website [www.gcwparade.in](http://www.gcwparade.in) that is continually updated to maintain transparency in administrative affairs of the college. Besides facilitating stakeholders with easy access to the institutional information.
2. The entire process of admission is online, to make it hassle free, transparent and hence student friendly.
3. Additional/Remedial classes are held for weak students.
4. Guest lectures by subject area specialists are organized at regular intervals by various departments of the college to keep the staff and students updated in their respective subjects.
5. Tours, Picnics and subject field visits are regularly organized.
6. Skill based raining is made available to the students so that they become economically independent right after graduation.
7. The college regularly organizes workshops for the students and staff members regarding latest trends in knowledge.
8. College magazine is regularly printed.
9. Student Union and Presidium is elected in a democratic way where every student has the right to vote. This election is held under the supervision of Head of the institution and Student Welfare Committee.
10. Students spread awareness regarding different Social and health issues among different sections of the society through traditional folk medium like Nukkad natak and puppet shows and peace rallies.
11. Funds are raised by the students for the needy people of society by organizing fund raising programmes. This activity inculcates traditional value of respect and affection amongst the students.
12. SWOT analysis is done to assess the weaknesses, and strength of the institution.
13. New Projects are given to the students to inculcate scientific temperament among them.
14. Smart classes are introduced for the students.
15. Automated digitized library.
16. Use of innovative teaching pedagogy in order to sustain the interest of the students A few significant methodologies are as follows:
  - i. Industrial visits and field visits for experimental/participatory learning.
  - ii. Collaboration with NGOs and industries for training.
  - iii. Projects / Surveys.
17. Scholarships and free books are provided to students from economically weaker sections.
18. Investiture Ceremony is organized and council members are formally felicitated.
19. Monthly meeting of Presidium with the principal to redress the grievances and take feedback for further growth.
20. Parent- Teacher meet is held every year.
21. The College has an established Alumnae Association. It supports academic and non-academic activities and is an integral part of the college, it provides leadership, active support, guidance, direction and meaningful services to its students and its staff.

22. Campus Placement of the students on the campus.

## 20. Grievance Redressal Cell

### What is a Grievance?

Grievance is any type of complaint, problem or a feeling of resentment over something believed to be wrong or unfair. The College has constituted the Students Welfare /Complaints and Grievances Committee to probe into the Students' grievances. The complaints and grievances Committee attempts to address genuine problems and complaints of students, whatever be the nature of the problem.

### Objectives of the Cell:

- To create a platform where Students can point out their problems, regarding academic and non academic matters.
- To get suggestions from students for improvement in the college
- To recommend necessary steps for improvement in the light of students' suggestions.

### Types of Grievances/Complaints:

- General complaints about facilities in the College
- Academics related complaints
- Sexual Harassment Complaints
- Complaints about General Cleanliness
- Hostel related complaints

### How to file Grievance with the Cell:

- Personally
- Through Complaint/ Suggestion boxes
- Through email/ Phone
- Through Class Representatives
- Through Faculty members

## Mechanism of Redressal

The student can file the complaint personally through teachers, CRs , suggestion/ complaint boxes or email or phone

Grievances are scrutinized and appropriate solution is accorded. If not solved, the grievance is taken up with the Principal

Action taken is communicated to the concerned student. The College assures anonymity of the aggrieved.

## Contact Details

Helpline number:  
Students Welfare Cell- 94192-02061  
E-mail address -  
[deanstude11tswelfare.gcwp@gmail.com](mailto:deanstude11tswelfare.gcwp@gmail.com)  
Online grievance filing link-  
[https:// gcwparade.org/GRC/](https://gcwparade.org/GRC/)

## 21. Student Presidium

### **LIST OF PRESIDIUUM MEMBERS 2022-23**

1.	President	Sakshi Dubey	Rajesh K. Dubey	B.A. Sem VI
2.	Vice-President	Khushi	Shamas-ud-din	B.A. Sem IV
3.	General Secretary	Mansi Sharma	Prabhdoyal Sharma	B.Com. Sem VI
4.	Volunteer Head	Annamika Devi	Jai Shiv Shambhu	B.A. Sem VI
5.	Treasurer Head	Harsha Sharma	Dinesh Sharma	B.Sc. Sem IV
6.	Media and Comm. Head	Mansi Verma	Rakesh K. Verma	B.A. Sem VI
7.	Cultural Secretary	Shiena Singh	Kuldeep Choudhary	B.A. Sem IV
8.	Treasurer	Ameesha Rajput	Lt. Ranjeel Singh	B.A. Sem II
9.	Joint Secretary (Arts)	Neha Padwal	Ranvir Singh	B.A. Sem II
10.	Joint Secretary (Science/B.C.A.)	Deepali Chandail	Joginder Singh	B.Sc. Sem II
11.	Joint Secretary (Com./Hons.)	Akshara Jamwal	Kamlesh S. Jamwal	B.Com. Hons. Sem II

## 22. The Glorious Alumnae

Principals who are serving / served in various Govt. Degree Colleges of UT of Jammu and Kashmir

1. Late Prof. Rita Jatinder, Retd. Principal GCW, Parade Ground, Jammu; Artist, Writer, Social Activist, Former Secretary J&K Academy of Art Culture and Languages.
2. Prof. Chanchal Pandoh, Retd. Principal, GCW Parade Ground, Jammu
3. Prof. Kiran Bakshi, Retd. Principal, GCW Parade Ground, Jammu
4. Prof. Indira Rathore, Retd. Principal, GCW Parade Ground, Jammu

5. Prof. Usha Jayee, Retd. Principal, GCW Parade Ground, Jammu.
6. Prof. Asha Gupta, Retd. Principal, Govt. Degree College, Paloura, Jammu
7. Prof. Nalini Kohli, Ex Principal GCW, Gandhi Nagar, Jammu, Retd.  
Director Colleges, Department of Higher Education, J&K
8. Prof. Renu Goswami, Ex-Principal & Retd. Director Colleges, Department of  
Higher Education, J&K
9. Prof. Kiran Bakshi, Retd. Principal, GCW Gandhi Nagar, Jammu
10. Prof. Anita Sudan, Retd. Principal, MAM College, Jammu
11. Prof. Hemla Aggarwal, Retd. Principal, GCW Parade Ground, Jammu
12. Prof. Savitri Sharma, Retd. Principal, GCW Parade Ground, Jammu
13. Prof. Aruna Dubey, Retd. Principal, GCW Parade Ground, Jammu
14. Prof. Sunita Sudan, Retd. Principal, GDC R.S. Pura, Jammu
15. Prof. Minu Mahajan,, Principal, GCW, Gandhi Nagar
16. Prof. Seema Mir, Principal, GDC, Purmandal
17. Dr. Monika Sharma, Principal, GCW, Udhampur
18. Prof. Namrata Sharma, Principal, GDC, Majalta
19. Prof. Ramneek Kour, Principal, GDC, Ramkot
20. Dr. Kulwinder Kaur, Principal, COE, Jammu
21. Prof. Ekta Gupta, Principal, GDC, Marh
22. Dr. Nidhi Kotwal, Principal, GDC, Basohli
23. Dr. Pragya Khanna, Principal, GDC, Hiranagar.

### Alumnae of the College serving/ served as University Professors

1. Prof. Ved Ghai, Professor of Sanskrit, Taught Panini Sanskrit Grammar in Institute of Indian Studies, Copenhagen University, Denmark, Scholar of Dogri Language, Padma Bhushan Awardee (2004).
2. Dr. Meenakshi Kilam, Registrar, University of Jammu,
3. Prof. Sandeep Tandon, Coordinator M.Com, DDE, University of Jammu.
4. Dr. Jyoti Sharma, Assistant Prof, Kathua Campus, University of Jammu
5. Dr. Farah Choudhary, Assistant Professor, The Business School, University of Jammu

### Alumnae of the College serving/ served as Heads of Various Departments

1. Prof. Kiran Sumbali, HOD Education
2. Prof. Rita Mandosa, HOD, English
3. Prof. Posh Charak HOD, English
4. Prof. Deepshikha Kotwal, HOD, English
5. Prof. Karuna Thakur, HOD, Political Science
6. Prof. Alka Bakshi, Department of English
7. Prof. Nirmal Kamal, HOD, Economics
8. Dr. Sharan Kaur
9. Dr. Updesh Kaur
10. Prof. Neelam Gupta, HOD, Hindi
11. Prof. Vishavraksha, Department of Sociology
12. Prof. Renu Sachar, Department of Chemistry
13. Prof. Namrata Sharma, Department of Botany

14.Prof. Neelu Rohmitra, HOD, The Business School, Founder Director IIM Sirmaur.

15.Prof. Renu Nanda, Dean Faculty of Education

16.Prof. Suman Gupta (Univ. of Kurukshetra)

Assistant / Associate Professors, who are alumni of this College working in various Govt. Degree Colleges of UT of Jammu and Kashmir.

1. Prof. Anju Bhasin, Former Vice Chancellor, Cluster University, Jammu
2. Prof. Neelam Mohan, Retd. HOD English, GCW Parade Ground, Jammu
3. Prof. Anju Bala, Retd. Dean Mathematics, Cluster University, Jammu
4. Prof. Tabassum Ara, Retd.HOD Education, GCW Parade Ground, Jammu
5. Prof. Shabnam Suri, Retd. HOD Education, GCW Parade Ground, Jammu
6. Prof. Shruti Sharma, Retd.HOD Education, GCW Parade Ground, Jammu
7. Dr. Veena Sumbria, Retd. Associate Professor in Botany, GDC, Paloura Jammu
8. Dr. Renu Anand, HOD, Mathematics, GCW, Gandhi Nagar, Jammu
9. Prof. Mamta Gupta, HOD, Commerce, GCW, Gandhi Nagar, Jammu
- 10.Dr. Alpana Vohra, Associate Professor, Zoology, GCW, Parade Ground Jammu
- 11.Dr. Geetanjali Rajput, Assistant Professor, English, GGM, Science College Jammu
- 12.Dr. Poonam Kamotra, Associate Professor, Chemistry, GGM, Science College, Jammu
- 13.Dr. Anupama Gupta, Associate Professor, Mathematics, MAM, College Jammu

14. Dr. Monika Malhotra, Associate Professor, English, SPMR College for Commerce, Jammu
15. Prof. Bindhu Sharma, Associate Professor, English, GCW, Gandhi Nagar, Jammu
16. Prof. Archana Bakshi, Associate Professor, English, GDC, Bishnah, Jammu
17. Dr. Anju Bala, Associate Professor, English, GCW, Parade Ground, Jammu
18. Dr. Sonia Khajuria, Associate Professor, English GCW, Parade Ground, Jammu
19. Prof. Rashmi Arya, Assistant Professor, English, GDC, Bishnah, Jammu
20. Prof. Mala Bhasin, Associate Professor, Botany, GCW, Gandhi Nagar, Jammu
21. Prof. Harjeet Kaur, Associate Professor, Economics, GDC, Bishnah,
22. Dr. Anjana Gupta, Associate Professor, Chemistry, GGM, Science College, Jammu
23. Dr. Sumita Dham, Associate Professor, Chemistry, MAM College, Jammu
24. Prof. Nargis Nelofer, Assistant Professor, Zoology, GDC, R.S. Pura Jammu
25. Prof. Jyotika Bhasin, Associate Professor, Commerce, GCW, Parade Ground, Jammu
26. Dr. Raj Jamwal, Assistant Professor, Hindi, GCW, Parade Ground, Jammu
27. Dr. Anupama Sharma, Associate Professor, Music GCW, Parade Ground, Jammu
28. Dr. Anupama Sharma, Associate Professor Hindi, GCW, Parade Ground, Jammu
29. Dr. Parveen Akhter, Assistant Professor, Education GDC, Reasi
30. Dr. Kawaljeet Kaur, Associate Professor, Mathematics, MAM College, Jammu

31. Prof. Rajani Kumari, Associate Professor, Economics, GCW, Gandhi Nagar Jammu
32. Prof. Anjela Querishi, Assistant Professor, History, GCW, Parade Ground, Jammu
33. Dr. Shivani Suri, Assistant Professor, English GCW, Parade Ground, Jammu
34. Prof. Neeru Dhalla, Associate Professor, Zoology, GDC, Akhnoor
35. Dr. Sadhana Sharma, Associate Professor, Zoology, GCW, Parade Ground, Jammu
36. Prof. Meenakshi Bandral, Associate Professor, Zoology, GDC, Paloura Jammu
37. Dr. Vasudha, Associate Professor, Zoology, GCW, Gandhi Nagar, Jammu
38. Prof. Tasleem, Assistant Professor, Zoology, GDC Paloura, Jammu
39. Prof. Meenu Sadhotra, Associate Professor, Zoology, GDC, Kathua
40. Dr. Anamika Baru, Associate Professor, Home Science, GCW, Parade Ground, Jammu
41. Dr. Satinder Kumari Juneja, Associate Professor, Chemistry, MAM, College
42. Dr. Pooja Nanda, Associate Professor, Chemistry, GCW, Parade Ground, Jammu
43. Prof. Anjali Abrol, Associate Professor, Chemistry, GCW, Parade Ground, Jammu
44. Prof. Sunanda Rani, Associate Professor, Chemistry,
45. Dr. Sapna Sharma, Associate Professor, Chemistry, GDC, Paloura, Jammu
46. Dr. Shalika Gupta, Associate Professor, Education, GCW, Parade Ground, Jammu
47. Prof. Neena Kumari, Associate Professor, Political Science, GCW, Parade Ground, Jammu
48. Dr. Sarita Khajuria, Assistant Professor, Dogri,

49. Dr. Rupinder Kaur, Associate Professor, Economics, GCW, Parade Ground, Jammu
50. Prof. Jasmeet Kaur, Associate Professor, Music, GCW, Parade Ground, Jammu
51. Prof. Shivali Gupta, Associate Professor, Sociology, GDC, Samba
52. Prof. Ajay Gupta, Associate Professor, Chemistry, GGM, Science College, Jammu
53. Prof. Sweety Verma, Associate Professor, Chemistry
54. Prof. Shally Chadha, Associate Professor, Chemistry
55. Dr. Preeti Dubey, Assistant Professor, BCA, GCW, Parade Ground, Jammu
56. Prof. Meenakshi Jamwal, Associate Professor, Commerce, GCW, Parade Ground, Jammu
57. Prof. Jyoti Bahl, Associate Professor, Commerce, GCW, Parade Ground, Jammu
58. Dr. Archana Gupta, Associate Professor, Zoology
59. Dr. Sarabjeet Kaur, Associate Professor, Zoology, GDC, Samba
60. Prof. Ruhi Gupta, Assistant Professor, Sociology, GCW, Parade Ground, Jammu
61. Dr. Banpreet Kaur, Associate Professor, English, MAM, College Jammu
62. Dr. Ravinder Kaur, Associate Professor, Psychology, GCW, Parade Ground, Jammu
63. Prof. Preeti Mahajan, Assistant Professor, Education, GCW, Parade Ground, Jammu
64. Prof. Reena Bhagat, Assistant Professor, English, GDC, Udhampur
65. Dr. Reena Salaria, Associate Professor, English, MAM College Jammu
66. Dr. Ritu Magotra, Associate Professor, English, GCW, Parade Ground, Jammu

67.Dr. Neena Gupta, Associate Professor, English, GGM, Science College  
Jammu

68.Dr. Iesha Sharma, Assistant Professor, English, GCW, Parade Ground,  
Jammu

69.Prof. Neha Gupta, Assistant Professor, Commerce, GCW, Parade Ground ,  
Jammu

#### *Alumnae of the College in Administrative services*

1. Ms. Rani Gargi Billoria ,Former Member Legislative Council(MLC)
2. Ms. Sheetal Nanda, Commissioner Secretary, Social Welfare, Department  
Civil Secretariat
3. Ms. Shama Jain, IFS, Indian Foreign Servicein1983
4. Smt. Ashu Gupta, Joint Director (E&S), JKES
5. Ms Rajni Charak, Director Planning , NHM, J&K
6. Ms. Sushma Chowdhary, Retd, IAS
7. Ms. Rajni Sharma, Superintendent of Police
8. Smt. Meera Jamwal, First Woman Senior President J&K Bank
9. Ms. Anjali Sharma, Director-Doordarshan, Jammu
- 10.Lt. Meenakshi Razdan, First Woman Commissioned Officer of Indian Navy.
- 11.Ms. Meera Jamwal, KAS
- 12.Ms. Dev Lata, KAS
- 13.Ms.Rashmi Kashyap, KAS
- 14.Ms .Sunita Sharma, KAS
- 15.Ms. Namrata Dogra,KAS
- 16.Ms. Manju Rashid, KPS
- 17.Ms. Deepshikha, JKAS
- 18.Ms.Vriti Uppal, JKAS

19. Ms. Shwetambari Gupta, JKPS
20. Ms. Savita Chouhan, JKAS
21. Ms. Ritika, JKAS
22. Ms. Hansja Sharma,, Lt. In Indian Army

#### Alumna of the College in Judiciary services

1. Ms. Monika Chibber Sharma, Advocate, Punjab and Haryana High Court

#### Entrepreneurs

1. Ms. Sheetal Rajput, Journalist, ZEE TV
2. Ms. Rushmi Sharma, Journalist
3. . Ms. Ifra Kak, Theatre Director & Cultural Officer, JU
4. Ms. Tania Gupta, Internationally Acclaimed Singer
5. Ms Sakshi Beri, Young Entrepreneur, Owner of Art Studio, Caliberi
6. Ms. Taranum Khan, CCS, Career strategist (Canada)
7. Ms. Sonali Dogra, Winner of PTC Voice of Punjab-Season-6
8. Ms. Shreya Pandoh, Cyber Security Programmer
9. Ms. Pallavi Sareen Journalist, Editor-in-Chief Straight Line News.
10. Ms. Aarti Mahajan Dingra, Certified fitness Instructor /Social Media Influencer/ Event Organiser
11. Ms. Pavit Kour, Certified International Yoga Instructor, Zumba Instructor and a Professional Dancer, Owner B.A.S.T.E Space of Performing Arts
12. Ms. Sunita Wazir Bhat
13. Ms. Vishalli Thakur, Make-up Artist
14. Dr. Alka Sharma, Member Counselling Cell Directorate of School Education Jammu, Anchor, Newsreader, Errand Moderator

### Alumna Working in Corporate Sector

1. Ms Nikita Abrol, Radio Jockey, MY FM(Chandigarh)

### Alumnae of the College working in NGOs

1. Mrs. Usha Gupta, NRI
2. Ms. Preeti Choudhary, First Female Biker of the UT, Social Activist, and Founder Member of 'Mission Shakti'

## 23. Meritorious Students

### ***List of Position holders of B.Sc Semester-VI (2021)***

S.No.	Name	Parentage	Percentage	Rank
1.	Priya Devi	Ghani Shyam	89.61	I <sup>st</sup>
2.	Gazala Latief	Mohd Latief Itoo	87.21	2 <sup>nd</sup>
3.	Ruksana Kouser Bukhari	Sayed Maqbool Shah	85.36	3 <sup>rd</sup>

### ***List of Position holders of BCA Semester-VI (2021)***

S.No.	Name	Parentage	Percentage	Rank
1.	Simran Chadda	Naveen Chadda	69.73	I <sup>st</sup>
2.	Falgun Mahajan	Joginder Mahajan	69.09	2 <sup>nd</sup>
3.	Prakriti Sharma	Rajesh Sharma	66.76	3 <sup>rd</sup>

### ***List of Position holders of B.Com Semester-VI (2021)***

S.No.	Name	Parentage	Percentage	Rank
1.	Dhristy Chadha	Sunil	85.2	I <sup>st</sup>
2.	Radhu Abrol	Jyoti Parkash Abrol	83.32	2 <sup>nd</sup>
3.	Mehak Gupta	Anil Kumar	82.52	3 <sup>rd</sup>

### ***List of Position holders of B.Sc Semester-VI (2021)***

S.No.	Name	Parentage	Percentage	Rank
1.	Kashish Karlupia	Som Raj	85.72	I <sup>st</sup>
2.	Yashasvi Jamwal	Chander Mohan Jamwal	83.48	2 <sup>nd</sup>
3.	Manisha Devi	Baldev Raj	82.38	3 <sup>rd</sup>

## 24. Student's Helplines

For any problem/ queries/ information, following students' helplines are available (Call: during office hours only; SMS/ Mail/ Whatsapp (anytime))

S.No	Name of the Helpline	Call/Whatsapp/ SMS	Email-ID
1	General Enquiry	0191-2544305	deanstudentswelfare.gcwp@gmail.com
2	Students Welfare Cell	94192-02061	deanstudentswelfare.gcwp@gmail.com
3	Anti Ragging Helpline	94191-03074 94192-02061 18001805522 (Tollfree)	<a href="mailto:antiragging.gcwp@gmail.com">antiragging.gcwp@gmail.com</a> <a href="mailto:principalgcwparade@gmail.com">principalgcwparade@gmail.com</a> <a href="http://www.amanmovement.org">http://www.amanmovement.org</a>
4	Committee Against Sexual Harassment(CASH)	94191-03074	<a href="mailto:cash.gcwp@gmail.com">cash.gcwp@gmail.com</a> principalgcwparade@gmail.com
5	Examination Helpline	94695-94166	coeparade20@gmail.com
6	Psychological Counseling Helpline	94192-02068	psy.counsellingcellgcwparade@gmail.com
7	Career Counseling Helpline	94192-02053	careercounsellinggcwparade@gmail.com
8	Training and Placement Helpline	94192-02081	trainingplacementcellgcwparade@gmail.com
9	Admission Helpline (only when admission in open)	94192-02081	gcwparadeadmissions@gmail.com
10.	Helpline for payment Failure	6005757236	
11	University Section (For Degrees /Certificates/ Mark sheets):	0191-2544305	<a href="mailto:univsectiongcwp@gmail.com">univsectiongcwp@gmail.com</a>
12	NCC Helpline	-----	<a href="mailto:gcwparadegroundncc@gmail.com">gcwparadegroundncc@gmail.com</a>
13	NSS Helpline	-----	<a href="mailto:nss.gcwp@gmail.com">nss.gcwp@gmail.com</a>
14	Sports Helpline	-----	<a href="mailto:gcwparadegroundsports@gmail.com">gcwparadegroundsports@gmail.com</a>
15	Facebook Page	-----	PrincipalGcwParadeJammu
16	Instagram	-----	PrincipalGcwparade
17	Youtube Channel	-----	GCWParadeGroundJammu

### Note:-

1. No call should be made beyond official hours except issues pertaining to S.No.3, 4 and 6.
2. No call should be made directly to the Principal except in emergency situation.

